

WELCOME TO THE FIRST EDITION OF THE PROCUREAZ NEWSLETTER

This is the first issue of the ProcureAZ newsletter. We will be publishing this newsletter monthly to inform you on the implementation progress of the State of Arizona's eProcurement system. In future editions, we will be asking agencies to share their stories and to also share some helpful hints on various implementation activities. We hope that you will find this newsletter informative.

WHAT IS PROCUREAZ?

ProcureAZ is the State of Arizona's new eProcurement system. It is being implemented in two phases. In Phase I, the Statewide implementation of solicitations, contracts, and ordering which replaced all SPIRIT functionality was delivered to the State **on time, within budget, and in scope** on September 1, 2009. ProcureAZ now provides the State with a core purchasing system for use by State agencies and currently maintains over 10,000 registered vendors, with approximately 2,000 orderable contracts, over 80,000 searchable line items and 29 State-wide and DES solicitations issued or in process.

After the success of Phase I, a number of agencies expressed interest in adopting ProcureAZ as their procurement solution and initiated Phase II. Agencies were divided into groups to ensure focused attention during the implementation process, which includes such activities as data conversion, testing, train the trainer, change management, and communications. The first group of agencies to participate in Phase II are the **Department of Administration, Department of Corrections, Department of Health Services, Department of Juvenile Corrections, Department of Game and Fish, Department of Lottery, and the Department of Commerce.**

The Phase II system functionality will include:

- The creation and processing of web-based requisitions (purchase requests) at the field level and customized, automated approval workflows
- Electronic conversion of requisitions to either purchase orders or solicitations for sourcing by procurement
- Creation and distribution of open market purchase orders to vendors for non-contract goods and services
- Online receiving of purchased goods to track delivery, returns and remaining orders on a purchase order
- Full, real-time integration to AFIS financial system for accounting, budget validation, and encumbrance process for goods and services ordered



KEY ROLLOUT DATES

There will be **two** key rollout dates for Phase II, Group 1 agencies. The first is Contracts and Solicitations on **July 1, 2010**. The system functionality will include the creation and distribution of solicitations (bids), from informal quotes to RFPs, including statewide and agency specific solicitations, to which registered vendors may respond electronically. Agency-specific contracts will be managed in ProcureAZ to provide a searchable, accessible online environment. The second rollout will be on **October 1, 2010** and will include all remaining system functionality, including the AFIS interface.



MEET THE IMPLEMENTATION TEAMS

The ProcureAZ implementation teams consist of individuals from the State of Arizona, led by the State Procurement Office (SPO) and its consultants, Team Periscope (Periscope Holdings and CGI Incorporated). Each Agency has representatives that participate in Steering Committee and Core meetings, as well as Organizational Readiness Teams (ORT). The primary responsibility of the ORT is to assist each agency in implementation activities that will ensure smooth transitions from their current processes and systems to ProcureAZ. The ORT teams and implementation activities are conducted, coordinated and supported by Team Periscope. The members of ORT for Group 1 agencies by Agency and Team Periscope are:

Agency	Member	Email Address	Executive Sponsor	Agency Lead	Finance SME	Data Conversion Lead	Training Facilitator	Policy and Procedures Lead	Communication Coordinator	Support Lead
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Project Team Member	Implementation Focus	Agency Lead	Email Address
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IMPLEMENTATION STATUS

DATA CONVERSION

Data conversion is in full swing. Agencies are loading Contract Headers, Contracts/Price Sheets, Ship To Addresses, and Users into MS Excel templates provided by Team Periscope. These templates will be used to upload data into ProcureAZ to ensure that Customers can purchase contracted items by July 1.

AFIS INTERFACE

The development of the AFIS interface by Team Periscope is complete. GAO is currently testing the functionality. The interface is scheduled for User Acceptance Testing during the month of June.

USER ACCEPTANCE TESTING

User Acceptance Testing (UAT) will begin during the week of May 17th and will continue biweekly until June 18th. Each Group 1 agency has been asked to identify individuals who will be able to participate in testing and to provide that information to Team Periscope as soon as possible.

CHANGE MANAGEMENT

The first round of change management meetings have been held and areas have been identified that may require additional training, policy and procedures, and quick reference guides. We thank each agency for taking time out of their busy schedules to meet with us and share their current processes.

TRAIN THE TRAINER

Train the Trainer sessions are currently being held. We thank each participating Agency for providing their feedback to ensure that each end user will have a positive training experience. End User training for the July 1 rollout of solicitations and contract management will begin in June. If you have any questions regarding if and when you should be scheduled for training please contact your ORT training facilitator.

COMMUNICATIONS

Development of communication materials continue to be in progress. A sample letter, requesting vendors to register in ProcureAZ has been provided to the ORTs. Each ORT is modifying the letter and is either preparing or in progress of mailing those letters to their vendor community.

HOW CAN I GET THE LATEST INFORMATION ON PROCUREAZ AND STAY PLUGGED IN?

- Contact your ORT Agency Lead or ORT Implementation Team Leads
- Check the ProcureAZ webpage at www.spo.az.gov/ProcureAZ
- Email your questions or comments to us at procure@azdoa.gov or call (602) 542-7600
- Tap the shoulder of any ProcureAZ team member and ask, "What's new with ProcureAZ?"